

Department of the Army  
Headquarters  
Tobyhanna Army Depot  
Tobyhanna, PA 18466-5086

\*TYAD Regulation No. 200-1

Environmental Management

HAZARDOUS MATERIAL AND HAZARDOUS/NONREGULATED WASTE MANAGEMENT

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Applicability. This regulation applies to all organizational elements of Tobyhanna Army Depot and attached tenant activities.

Decentralized Printing. Activities of this installation are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited unless prior approval is obtained from Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

Suggested Improvements. The proponent of this regulation is Tobyhanna Army Depot. Users are invited to send comments to Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

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\* This regulation supersedes Tobyhanna Army Depot Regulation 200-1, dated 15 Apr 98.

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1. Purpose. This regulation assigns responsibilities and outlines procedures for compliance with the environmental management program at Tobyhanna Army Depot in regard to hazardous material and hazardous and non-regulated waste.

2. Policy.

a. All directorates and tenant activities will ensure compliance with the provisions herein.

b. This regulation is based upon State, Federal, and Army Regulations. Deliberate deviations from requirements set forth herein may result in disciplinary actions ranging from written reprimand to dismissal.

3. Definitions.

a. Generator is defined as any activity or organization that, during the course of their operations, produces hazardous or non-regulated waste.

b. Hazardous Material (HM) is defined as any substance or material in any form or quantity which poses an unreasonable risk to safety, health, property, or the environment when released.

c. Hazardous Waste (HW) is defined as a waste which is reactive, ignitable, corrosive, or toxic, or is otherwise listed as a HW in 40 CFR Part 261.

d. For purposes of the regulation, Non-regulated Waste is defined as a waste not regulated under the Resource Conservation and Recovery Act (RCRA) as a hazardous waste, but identified as requiring special handling by the Toxic Substance Control Act (TSCA and/or by the Department of Transportation (DOT). Non-regulated waste does not include waste identified as residual, municipal, or sewage.

e. Spent material is defined as any material that has been used and as a result of contamination can no longer serve the purpose for which it was produced without processing.

f. Universal Waste is defined as specific types of wastes that have been identified under the Universal Waste Rule (40 CFR 273) for relief from certain RCRA requirements in order to encourage recycling.

#### 4. Responsibilities.

a. Supervisors will:

(1) Ensure all employees under their supervision receive at least the minimum amount of training as required by the Code of Federal Regulations Title 40 (40 CFR), 29 CFR, and AR 420-49, Utility Services. The Environmental Management Division (EMD) will assist supervisors in determining training requirements.

(2) Review items listed in Appendix E (Reminder to Supervisors Receiving Reassigned/Borrowed Employees) and F (Spill Reporting Procedures) with each new employee working in areas where HM is used and/or HW is generated.

(3) Ensure all waste is handled IAW the Hazardous Waste Checklist located in Appendix A and guidelines set forth in this regulation.

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(4) Ensure job descriptions of employees generating or handling HW include the requisite skills, education or other qualifications and duties of personnel assigned to each position.

(5) Train employees in the proper handling, use, storage, and disposition of new HMs. (See Appendix E)

(6) Search for alternative products and processes that minimize the risk of exposure to employees and damage to the environment, or which reduce the quantity/toxicity of waste generated.

(7) Maintain up-to-date Material Safety Data Sheets (MSDSs) on all HMs used by their employees or stored in their area IAW TYAD Reg 200-4. The EMD will obtain and provide MSDSs as required.

(8) Order only the minimum amount of HM required.

(9) Review stocks in warehouses and in Hazardous Distribution Supply Centers (HDSC's) frequently to ensure that HM items on hand are still required. Materials not required will be turned in in accordance with TYAD Reg 710-7, Inventory Management, Material Return of Excess.

b. The Directorate of Production Management, Tool and Material Handling Division, will:

(1) Contact the Defense Reutilization and Marketing Office (DRMO) to arrange for the delivery of waste the generating activity to hazardous waste storage facility.

(2) Provide two trained Material Movement personnel to transport HW every Monday, Wednesday, and Friday, and during spill incidents as deemed necessary by the Installation On-Scene Coordinator or Incident Commander. Training requirements will be determined by the EMD, Industrial Hygiene, and Safety Office in accordance with applicable OSHA, EPA, and PADEP standards.

(3) Transport HW directly from the generator to DRMO using only approved transportation routes. Approved routes are found in the Hazardous Waste Management Plan. Deviations from the routes, e.g., due to construction, must be approved by C/EMD.

c. The Industrial Hygienist will provide guidance on health and hygiene requirements to HW generators upon request.

d. The Installation Safety Officer will monitor the packaging, handling, and storage of HM and HW to ensure compliance with current safety standards.

e. The DRMO will:

(1) Provide guidance to generators on the turn-in procedures for HW.

(2) Assume accountability for all HW received and placed in Bldg. 56.

(3) Provide disposal services to an approved Treatment, Storage and Disposal Facility (TSDF) by means of EPA approved and licensed transporters.

(4) Provide a copy of the draft disposal contract to C/EMD for coordination and comments. Provide the final copy with amendments to C/EMD 10 days prior to the arrival of the contractor.

(5) Notify the C/EMD three days prior to scheduled HW pick-ups.

(6) Provide the manifests to the C/EMD for approval and authorized signature. The original copy will be provided to EMD within 24 hours of the waste pick up.

(7) Arrange for removal fluids from vehicles, generators, and fuel cans from DRMO property when these items pose a threat of leaking. Fluids may remain in vehicles that are driveable and have no leaks. Utilize drip pans or absorbent pads where the integrity of the vehicle is questionable.

f. Depot Property Division will:

(1) Ensure all new HMs received on post are entered into the depot HM tracking system, to include locations.

(2) Ensure all HM transfers and issues from the HM facility are entered into the depot HM tracking system.

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(3) Fill HM orders from existing stock using the oldest stock first. Material past its inspection/test or expiration date will be handled in accordance with TYAD Reg 740-1, Management of Shelf-Life Materials.

(4) Using the HM tracking system, label the unit of issue for HM with a unique serial number and bar code (system assigned and produced), the item NSN, part number/trade name, manufacturer, and MSDS number (system-generated).

(5) Notify EMD when material is received without a MSDS.

(6) Provide personnel with hazardous material procurement request processing expertise to serve on the Hazardous Material Review Board (HMRB).

(7) Ensure all requests for hazardous materials not already authorized for use on post are first screened by the HMRB.

(8) Maintain guidelines for turn-in of HM, TYAD Reg 710-7, Inventory Management, Material Return of Excess. Guidelines will be provided to all depot and applicable tenant activities.

(9) Operate the hazardous material warehouse (BLDG 74).

(10) Support Hazardous Distribution Supply Center(s) (HDSCs) to distribute hazardous materials from the time they arrive on post (or into their custody) to final disposition).

(11) Maintain excess HM in BLDG 96 and coordinate disposition with DRMO and EMD.

(12) Reject shipments of leaking/damaged hazardous materials and immediately notify the Fire Prevention and Emergency Services Division.

g. Credit Card Holders will not purchase hazardous materials using a credit card, with the exception of the Purchasing Division in the Directorate of Contracting.

h. The Commander, Defense Distribution Depot - Tobyhanna, Pennsylvania will:

(1) Ensure all hazardous materials arriving on post, at their operating sites, are sent to the hazardous material warehouse (BLDG 74).

(2) Remove fluids from vehicles, generators, and fuel cans prior to the items being placed in Outside Storage.

(3) Batteries that are not charged and have a risk of freezing will be removed and properly stored.

i. The Director of Public Works will fund the HM warehouse operations to include Hazardous Materials Management System (HMMS) data support.

j. Organizations operating HDSCs will:

(1) Use the depot hazardous material tracking system to track all hazardous materials from the time they arrive on site (or into their custody) to final disposition.

(2) Ensure restrictions on hazardous materials are strictly enforced, using automated tools provided in the depot hazardous material tracking system (authorized use lists and licenses).

(3) Receive back partially used containers of hazardous material to be reissued to any authorized user.

(4) Receive back empty containers of hazardous material as designated by depot policy, promulgated through the HMRB. Empty containers will be disposed of using guidance provided in the depot hazardous material tracking system (disposal code). Empty aerosol cans will be transported to the HDSC in 1D Bay 4 to be punctured and recycled. Empty metal containers will be collected and placed into the recycling container located on the west side of Bldg. 9.

k. Director of Risk Management will:

(1) Provide personnel with safety, fire, and environmental expertise to serve on the HMRB, to include the Environmental Coordinator (Chair), pollution prevention, hazardous waste, and hazard communication disciplines.

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(2) Periodically monitor HM operations for compliance with regulatory procedures and to ensure integrity of the depot HM tracking system.

1. Director of Contracting will:

(1) Provide personnel with hazardous material procurement expertise to serve on the HMRB.

(2) Ensure all requests to procure hazardous materials not already authorized for use on post are first screened by the HMRB.

(3) Not substitute one HM item for another without approval from the HMRB.

m. Director of Production Management will provide personnel with hazardous material expertise to serve on the HMRB.

n. Director of Production Engineering will provide personnel with pollution prevention expertise to serve on the HMRB.

o. Director, U.S. Army Health Clinic will provide personnel with industrial hygiene expertise to serve on the HMRB.

p. Environmental Management Division will:

(1) Approve HW accumulation sites.

(2) Layout HW transportation routes on post.

(3) Provide HW disposal guidance.

(4) Assist Supervisors in training requirements.

(5) Obtain MSDSs as required.

(6) Assist HDSC operators as required.

(7) Coordinate transportation of HW and creation of DD Form 1348-1A.



(8) Provide extensions to "45" day accumulation of HW as required.

(9) Assist in HW labeling as required.

(10) Act as System Administrator for HAZTRACK and maintain data integrity.

(11) Provide Non-regulated and Universal Waste management assistance.

(12) Provide PCB disposal guidance as required.

5. Hazardous Waste Management.

a. Nothing other than the waste specified on the label will be placed in a container accumulating waste.

b. HWs will be stored only at approved accumulation sites.

c. Drums will remain tightly sealed unless waste is being added.

d. Integrity and tightness of seal will be checked prior to transport of the waste.

e. Only new drums meeting DOT specifications will be used for accumulation of HW.

f. EMD will be notified immediately upon changes in processes generating HW or changes in waste composition.

g. HW will be transported to DRMO within 45 days of the accumulation date (the date the "first drop" of waste was placed in the drum.) unless granted an extension by EMD

h. Upon accumulation of the "first drop" of hazardous or non-regulated waste in a drum, the following will occur:

(1) A Hazardous Waste or Non-regulated Waste label will be properly completed using indelible marker and applied to the drum. EMD will provide labels and assistance in their preparation.

(2) A record of the waste will be added in the HW Tracking System. Records will be updated upon the drum being filled and when drum is shipped to DRMO.

6. Non-regulated Waste Management. Improper storage of non-regulated wastes such as oil and antifreeze can have disastrous effects upon the environment should a release occur. Generators of non-regulated wastes will take the same storage and handling precautions for non-regulated wastes as required for HWs. Generators of non-regulated wastes will comply with instructions provided in Appendix D.

7. Universal Waste Management. The Universal Waste Rule for spent lamps includes fluorescent, high pressure sodium, mercury vapor, and metal halide lamps. Universal waste handlers who generate or manage items designated as universal waste are exempt from certain requirements routinely applied to hazardous waste management and instead are subject to the management standards under part 273. Generators of universal wastes will comply with instructions provided in Appendix G.

8. Hazardous Material Ordering and Management. All organizations ordering HMs will:

- a. Utilize the depot HM tracking system
- b. Verify that such items are listed on their approved inventory. Items not listed on their approved inventory may be ordered; however, the following procedures and responsibilities will apply:

(1) Complete a Hazardous Material Review Board (HMRB) Chemical Request Form, AMSEL Form 3209 and forward the request and the product's MSDS to BLDG 74 for entry into HMMS. The request will identify the method of application, the product's use, the quantity required, and will identify the product as a one-time or recurring requirement.

(2) The request will then be electronically reviewed by the Hazardous Material Review Board that will consist of personnel from Safety, Industrial Hygiene, Fire Department and EMD. The committee will approve/disapprove the request based on chemical make-up, health hazards, handling instructions, protective clothing requirements and other pertinent

information. If approved, the Depot Property Division will be notified electronically. For orders that are disapproved, the HMRB will make recommendations for substitutions and forward the request back to the supervisor. The HMRB will meet on an as-needed basis.

(3) Approved requests from Maintenance activities will be forwarded to the D/Production Management which will review the ASRS stocks to ensure that the material requested is not available in depot inventory before forwarding to D/Public Works (D/PW), Depot Property Division.

(4) Requests for hazardous material that cannot be filled by the National Inventory Control Point (NICP) will be sent to the Directorate of Contracting (DOC). The DOC will not substitute one HM item for another without prior authorization from the HMRB. Should a substitute be required, the DOC will obtain a copy of the substitute's MSDS from the manufacturer prior to purchase and submit it to the HMRB for approval.

9. Ozone Depleting Substances (ODSs).

a. Materials containing Class I ODSs will not be acquired for use. A listing of these materials by group is located in Appendix B.

b. Acquisitions and/or contracted services will not include the purchase or require the use of Class I ODSs.

10. Polychlorinated Biphenyls (PCBs). Supervisors of depot organizations and activities where PCB items are stored, packaged, demilled, or handled in any way will:

a. Provide sufficient containers for the collection of PCB items within their areas. Only DOT approved containers will be utilized and can be requisitioned through the Depot Property Division. EMD will provide guidance on appropriate containers for PCB articles.

b. Ensure that containers are properly packed, marked, secured, and labeled in accordance with the DOT and Toxic Substance Control Act (TSCA). EMD will provide guidance on proper labeling.

c. Ensure all employees are trained in the proper identification, handling, and disposal of PCB items.

d. Maintain a current MSDS on PCBs and ensure all employees in the work area know its location.

e. Input PCB information to the HW Tracking System in accordance with guidance provided by EMD.

11. Air Pollution Source Control. Supervisors will complete AMSEL-TY Form 3203-R, Air Pollution Source Control Maintenance Activities (Appendix C) for each maintenance activity performed on any air pollution control sources or equipment, whether or not the control device is permitted. These forms will be completed and sent to EMD upon completion of each maintenance activity. Maintenance activities performed by D/PW personnel or contractors will not be addressed on SIOTY Form 3203-R. D/PW or contractor personnel will provide EMD with a copy of the existing maintenance activity forms currently in use.

12. References.

- a. 40 CFR, Parts 260-279 and 300-310.
- b. 29 CFR, Parts 1910.120 and 1910.1200.
- c. Pennsylvania Code Title 25, parts 260-270.
- d. AR 420-49, Utility Services.
- e. Clean Air Act, Title VI (Stratospheric Ozone Protection)
- f. 40 CFR Part 82 - Protection of Stratospheric Ozone.
- g. Installation Hazardous Waste Management Plan.
- h. TYAD Regulation 200-4, Written Hazard Communication Program.
- i. TYAD Regulation 740-1, Management of Shelf-Life Materials.
- j. TYAD Regulation 710-7, Inventory Management, Material Return of Excess

Appendix A

**HAZARDOUS WASTE CHECKLIST**

**NOTE:** Violation of any of the below may result in a Notice of Deficiency (NOD) issued by the Environmental Management Division (EMD) and/or a Notice of Violation (NOV) issued by the Pennsylvania Department of Environmental Protection (PADEP). Refer all questions regarding hazardous waste to the Environmental Management Division at x6560. Post a copy of this checklist near your approved hazardous waste accumulation area.

**BEFORE WASTE GOES IN DRUM:**

- Obtain spill pallet for liquid wastes.
- Obtain standard Government pallet in new or very good condition with no cracks or protruding nails.
- Obtain a new drum that has been approved for your waste.
- Stencil drum with Proper Shipping Name, Cost Center, and Accumulation Date.
- Complete Hazardous Waste label using indelible marker and apply to drum.
- Apply proper Hazard Class label to drum.
- Enter drum information into HMMS. Update record when drum is full.

**WHILE WASTE IS ACCUMULATING:**

- Keep drum tightly sealed at all times unless waste is being placed in the drum.
- Gather waste first, then open drum. If the drum is open and waste is not being added, it is a violation.
- Lever-lock rings and drum rings must fit securely and must not be bent.
- Never put anything other than the specified waste in the drum.
- Do not fill the drum higher than six inches from the top.
- Only drums of like hazards can go on the same pallet.
- **Waste must be removed from the shop within 45 days** from the accumulation date unless extension of the accumulation period is granted from EMD.
- Check integrity of seal prior to shipment.

## Appendix B

### CLASS I OZONE DEPLETING SUBSTANCES

Common Name	Trade Name	Chemical Name	Chemical Formula
Group I			
CFC-11	R-11	Trichlorofluoromethane	CFCl <sub>3</sub>
CFC-12	R-12	Dichlorodifluoromethane	CF <sub>2</sub> Cl <sub>2</sub>
CFC-113	Freon-113	Trichlorotrifluoroethane	C <sub>2</sub> F <sub>3</sub> Cl <sub>3</sub>
	R-113		
CFC-114	R-114	Dichlorotetrafluoroethane	C <sub>2</sub> F <sub>4</sub> Cl <sub>2</sub>
CFC-115	R-115	Monochloropentafluoroethane	C <sub>2</sub> F <sub>5</sub> Cl
Includes:	All isomers of the above chemicals		
Group II			
Halon-1211	N/A	Bromochlorodifluoromethane	CF <sub>2</sub> ClBr
Halon-1301	N/A	Bromotrifluoromethane	CF <sub>3</sub> Br
Halon-2402	N/A	Dibromotetrafluoroethane	C <sub>2</sub> F <sub>4</sub> Br <sub>2</sub>
Includes:	All isomers of the above chemicals		
Group III			
CFC-13	R-13	Chlorotrifluoromethane	CF <sub>3</sub> Cl
CFC-111	N/A	Fluoropentachloroethane	C <sub>2</sub> FCl <sub>5</sub>
CFC-112	N/A	1,1,2,2-Tetrachloro 1,2-difluoroethane	C <sub>2</sub> F <sub>2</sub> Cl <sub>4</sub>
CFC-211	N/A	1,1,1,2,2,3,3-Heptachloro 3-fluoropropane	C <sub>3</sub> FCl <sub>7</sub>
CFC-212	N/A	1,1,1,2,2,2-Hexachloro 2,2-difluoropropane	C <sub>3</sub> F <sub>2</sub> Cl <sub>6</sub>
CFC-213	N/A	1,1,1,2,2-Pentachloro 2,2,3-trifluoropropane	C <sub>3</sub> F <sub>3</sub> Cl <sub>5</sub>
CFC-214	N/A	1,1,1,3-Tetrachloro 2,2,3,3-tetrafluoropropane	C <sub>3</sub> F <sub>4</sub> Cl <sub>4</sub>
CFC-215	N/A	1,1,1-Trichloro 2,2,3,3,3-pentafluoropropane	C <sub>3</sub> F <sub>5</sub> Cl <sub>3</sub>
CFC-216	N/A	1,2-Dichloro 1,1,2,3,3,3-hexafluoropropane	C <sub>3</sub> F <sub>6</sub> Cl <sub>2</sub>
CFC-217	N/A	1-Chloro 1,1,2,2,3,3,3-heptafluoropropane	C <sub>3</sub> F <sub>7</sub> Cl
Includes:	All isomers of the above chemicals		
Group IV			
N/A	N/A	Carbon Tetrachloride	CCl <sub>4</sub>

**Group V**

N/A	N/A	1,1,1-Trichloroethane (methyl chloroform)	$C_2H_3Cl_3$
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Includes: All isomers of the above chemical except 1,1,2-Trichloroethane

**Group VI**

N/A	N/A	Bromomethane (methyl bromide)	$CH_3Br$
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**Group VII**

N/A	N/A	Bromodifluoromethane	$CHFBr_2$
HBFC-22B1-1	FM-100	N/A	$CHF_2Br$
N/A	N/A	N/A	$CH_2FBr$
N/A	N/A	N/A	$C_2HFBr_4$
N/A	N/A	N/A	$C_2HF_2Br_3$
N/A	N/A	N/A	$C_2HF_3Br_2$
N/A	N/A	N/A	$C_2HF_4Br$
N/A	N/A	N/A	$C_2H_2FBr_3$
N/A	N/A	N/A	$C_2H_2F_2Br_2$
N/A	N/A	N/A	$C_2H_2F_3Br$
N/A	N/A	N/A	$C_2H_3FBr_2$
N/A	N/A	N/A	$C_2H_3F_2Br$
N/A	N/A	N/A	$C_2H_4FBr$
N/A	N/A	N/A	$C_3HFBr_6$
N/A	N/A	N/A	$C_3HF_2Br_5$
N/A	N/A	N/A	$C_3HF_3Br_4$
N/A	N/A	N/A	$C_3HF_4Br_3$
N/A	N/A	N/A	$C_3HF_5Br_2$
N/A	N/A	N/A	$C_3HF_6Br$
N/A	N/A	N/A	$C_3H_2FBr_5$
N/A	N/A	N/A	$C_3H_2F_2Br_4$
N/A	N/A	N/A	$C_3H_2F_3Br_3$
N/A	N/A	N/A	$C_3H_2F_4Br_2$
N/A	N/A	N/A	$C_3H_2F_5Br$
N/A	N/A	N/A	$C_3H_3FBr_4$
N/A	N/A	N/A	$C_3H_3F_2Br_3$
N/A	N/A	N/A	$C_3H_3F_3Br_2$
N/A	N/A	N/A	$C_3H_3F_4Br$
N/A	N/A	N/A	$C_3H_4FBr_3$

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N/A	N/A	N/A	$C_3H_4F_2Br_2$
N/A	N/A	N/A	$C_3H_4F_3Br$
N/A	N/A	N/A	$C_3H_5FBr_2$
N/A	N/A	N/A	$C_3H_5F_2Br$
N/A	N/A	N/A	$C_3H_6FBr$

### Azeotropes

#### Common

Name	Composition (Weight)	Chemical Name
R-500	CFC-12 & HFC-152a (73.8/26.2)	1,1 Difluoroethane
R-502	CFC-115 & HCFC-22 (51.2/48.8)	
R-503	CFC-13 and HFC-23	Trifluoromethane



Appendix C

**AIR POLLUTION SOURCE CONTROL  
MAINTENANCE ACTIVITIES**

*Use in accordance with TYAD Reg 200-1; Proponent Office is AMSEL-TY-RK-E*

BUILDING LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

PAINT BOOTH \_\_\_\_\_ SANDBLAST CABINET \_\_\_\_\_

UNIT TYPE \_\_\_\_\_ MODEL # \_\_\_\_\_

MANHOURS \_\_\_\_\_ REG TIME \_\_\_\_\_ OVERTIME \_\_\_\_\_

WORK PERFORMED (AS APPROPRIATE):

CHANGED PANEL FILTERS \_\_\_\_\_

CHANGED FILTER CURTAIN \_\_\_\_\_

EMPTIED DUST COLLECTOR \_\_\_\_\_

OTHER MAINTENANCE (PLEASE EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE: SEND COMPLETED COPY TO THE ENVIRONMENTAL  
MANAGEMENT DIVISION, ATTN: AIR PROGRAM MANAGER, MAIL  
STOP 5086.

AMSEL-TY-RK-E Form 3203-R, 1 APR 98

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## Appendix D

### NON-REGULATED WASTE RULES

1. Upon first drop of waste in drum:

Apply Non-regulated Waste label. Using indelible marker, write the following on the label:

- (a) Your Cost Center
- (b) Exact contents of drum, including identification as a solid or liquid
- (c) Date you put the waste in drum (accumulation date)

### USE BUNG-TYPE DRUMS FOR LIQUIDS, OPEN TOP FOR SOLIDS

2. Non-regulated wastes will be shipped to DRMO within 90 days from the accumulation date. If you need more than 90 days, contact EMD
3. Use only new drums unless EMD approves the use of a previously used drum.
4. Keep drums tightly sealed at all times.
5. **NEVER PUT ANYTHING OTHER THAN SPECIFIED WASTE IN DRUM!**
6. **NEVER FILL LIQUID WASTES MORE THAN 6 INCHES FROM THE TOP.**
7. If you must store solid waste outside, storage drums will be placed on new or like new pallets, covered with plastic, and checked weekly for signs of drum corrosion and pallet deterioration. Non-regulated liquid wastes stored outside will be placed on a spill pallet in addition to a wooden pallet and the entire pallet and drum(s) will be covered with plastic.
8. Enter a record for your waste into the HW Tracking System.

#### HW Tracking System Instructions:

- a. Log into **HPT520A**
- b. Type **haz.shop** [ENTER]
- c. Select **ADD/UPDATE WASTE**
- d. Select **ADD RECORD** for adding new waste or **QUERY RECORD** for updating an existing record
- e. Complete all fields **except DATE SHIPPED DRMO** for new records
- f. Hit the **ESC** key once to record the record
- g. Type **E** to exit until you see the \$ prompt
- h. Type (simultaneously) **Ctrl d**
- i. After waste is picked up, complete "**DATE SHIPPED DRMO**" field.

11. **DON'T GUESS ON ANYTHING!! CALL EMD IF YOU AREN'T SURE AT X5-6560**

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## **Appendix E**

### **REMINDER TO SUPERVISORS RECEIVING REASSIGNED/BORROWED EMPLOYEES:**

Insufficient employee training is the number one deficiency cited by OSHA under the HAZCOM standard. These citations come with stiff penalties and fines. Several laws REQUIRE you to provide training to your employees upon their initial assignment or under other circumstances, as when a new hazard is introduced. Some of these requirements are:

- All operations in the shop where hazardous chemicals are present and what health and safety hazards they pose.
- How and where to obtain and safely store hazardous materials.
- Where the shop's MSDS book is located and how MSDSs are filed in it.
- Location and requirements of TYAD Reg. 200-4 -- Written Hazard Communication Program.
- Purpose and location of the Spill Plan.
- How to recognize different alarms.
- Location of fire extinguishers and phones.
- Location of eye lavage/emergency shower and how to use them.
- Evacuation plan for the area and the procedure to shut down operations.
- Personal Protective Equipment (PPE) Training, including:
  - What type and when PPE is necessary
  - The limitations of the PPE
  - How to don, doff, adjust, and wear PPE
  - Care, maintenance, useful life, inspection, cleaning, disinfecting, repair, storage, and disposal of PPE.
- What to do in the event of a spill.
- What are the potential emergency situations related to hazardous materials in the shop.
- Whom to notify in the event of a hazardous substance release.

#### **Other considerations:**

Does the employee require a physical exam, special PPE, Lead/Cadmium/Asbestos Awareness Training?

If you require assistance training your employees, please call the Environmental Management Division, the Safety Division, or the Industrial Hygiene Office.

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TYAD Regulation No. 200-1

## **Appendix F**

### **SPILL REPORTING PROCEDURES**

In the event of a hazmat spill in any amount or spill of POL onto the ground or water, notify the fire department, X7300, or in the event of an emergency X911. Provide the following information:

1. Incident building number and location.
2. Alternate access points.
3. Name of individual reporting the incident.
4. Quantity, type, and amount of material released.
5. Number and type of injuries, if any.
6. Whether a fire or explosion is involved or imminent.
7. Environmental conditions at the site.
8. Brief description of the events leading to the incident and any obvious threatening effects.
9. Summary of the control actions taken, if any, or underway to combat the spill.
10. The type of assistance needed.
11. Arrangements for contacting or keeping in contact with the reporting party.

## APPENDIX G

### Universal Waste Management of Mercury-Bearing Lamps

1. Use original boxes to package spent lamps, in particular 'U'-shaped, round, compact fluorescent, and other odd shaped lamps. If original boxes are not available for 4' and 8' lamps, obtain alternate packaging from the disposal contractor.
2. Using indelible marker, write the following on the container:
  - (1) Your Cost Center
  - (2) "Used Lamps"
  - (3) Date you put the waste in the container (accumulation date)
  - (4) Number of lamps in the container.
3. Spent lamps will be shipped to DRMO within 275 days from the accumulation date. If more time is needed, contact the Environmental Management Division (EMD), X5-6560.
4. Keep containers tightly sealed at all times.
5. NEVER PUT ANYTHING OTHER THAN SPECIFIED WASTE IN CONTAINER!
6. Containers will not be stored outside. Boxes and containers will be stacked neatly on new or like new pallets and secured prior to movement. The containers will be handled in a way that prevents breakage.
7. Enter a record for your waste into the HW Tracking System.

#### HW Tracking System Instructions:

- a. Log into **HPT520**
- b. Type **haz.shop** [ENTER]
- c. Select **ADD/UPDATE WASTE**
- d. Select **ADD RECORD** for adding new waste or **QUERY RECORD** for updating an existing record
- e. Complete all fields **except DATE SHIPPED DRMO** for new records
- f. Hit the **ESC** key once to record the record
- g. Type **E** to exit until you see the **\$** prompt
- h. Type (simultaneously) **Ctrl d**
- i. After waste is picked up, complete **"DATE SHIPPED DRMO"** field.

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